



Idaho Parks & Recreation Volunteer Program Bruneau Dunes State Park Position Description

The Idaho Department of Parks & Recreation fosters highly effective volunteer engagement throughout all programs. We strive to attract and involve multiple resources from the community in order to accomplish our mission of enhancing the quality of life for Idahoans and our guests.

Job Title: **Observatory Interpretive Assistant**

Job Summary:

Ever wanted to see a star being born? Discover the rings of Saturn? Or maybe just be able to point a telescope to man's first steps on the craters of the moon? Well, now you can! The Bruneau Observatory invites you to take a look at the stars and planets from right here in Idaho! Trained volunteers will welcome visitors to the center, collect program fees, assist with merchandise sales, give an orientation to the facility and the night sky, and interpret the heavens through the observatory's collection of telescopes. No previous experience is necessary, but you should be willing to learn minimal astronomy, attend training sessions, and be comfortable speaking to visitors and answering questions.

Work Schedule:

Observatory programs are held every Friday and Saturday night March through November. Programs generally begin around 8:00 pm and end around 11:00 pm or midnight. Interpretive Assistants will be scheduled to work a 2-3 hour shift starting at dusk. An active volunteer is one who works a minimum of 10 hours per month. These volunteers will work with the Interpretive Specialist to determine specific job duties.

Interpretive hosts staying in the campground are required to work a minimum of 24 hours per week (including weekends and holidays) for a minimum of 30 days.

Benefits to volunteer:

- A unique experience! Master the night sky while having fun in one of the most unique settings in Idaho.
- Free observatory program pass for every 15 hours of accrued volunteer service
- State vehicle provided for work-related driving needs
- Worker's compensation, automobile liability insurance when using state vehicles, and tort claims insurance while on the job
- Complete orientation and job training. Don't worry, we'll teach you everything you need to know!
- Continual evaluation and feedback on job performance
- Uniform provided
- Complimentary park entrance permits to all Idaho state parks provided

Job Duties: (percentage of time at each task will vary with each park and time of year)

Program Preparation

And Presentation:

(80 %)

- ☒ Help present evening programs at the observatory
- ☒ Lead informal talks, focus telescopes, assist visitors in viewing, and point out interesting objects in the night sky
- ☒ Assist the seasonal staff or visitor services staff with programming at the park

- ☐ Research program topics or ideas
- ☐ Assist with the Junior Ranger program
- ☐ Provide evening campfire programs, nature walks or other interpretive activities
- ☐ Distribute program schedules to local businesses and in nearby campgrounds
- ☐ Assist with school group scheduling and programming
- ☐ Assemble displays and bulletin boards
- ☐ Develop and produce interpretive brochures (self-guided tour booklet or plant/animal checklists)
- ☐ Other, specify:

Visitor Services:

(5 %)

- ☒ Greet the public and answer questions
- ☐ Provide park and local tourist information
- ☐ Answer 2-way park radio
- ☐ Open and close facility, including alarm system
- ☐ Assist with the park's lost and found system following established procedures
- ☐ Other, specify:

Cleaning/Maintenance:

(5 %)

- ☒ Provide upkeep and repair of the interpretive areas
- ☐ Weed shrub/flower beds
- ☐ Groom hiking trails
- ☐ Remove litter from walkways and parking area
- ☐ Provide general maintenance of comfort stations
- ☐ Stock bird feeders
- ☐ Other, specify:

Fee Collection/

Clerical Work:

(10 %)

- ☒ Assist at the observatory with merchandise sales (where applicable)
- ☐ Use cash register and credit card machine
- ☐ Assist in collecting fees during special events
- ☐ Follow established IDPR cash handling procedures
- ☐ Perform clerical duties such as computer processing, writing/editing, and filing
- ☒ Other, specify: Collect observatory program fees

Special Projects:

(as needed)

- ☒ Assist with special projects related to Bruneau Dunes Observatory and park operations.

These projects can be structured to the volunteer's interests and talents.

NOTE: Describe details of special projects on a separate sheet of paper and attach to this position description.

To Apply:

Obtain an application form by contacting:
Idaho Dept. of Parks & Recreation
ATTN: Volunteer Services Coordinator
P.O. Box 83720
Boise, ID 83720-0065

or

Apply directly to:

Bruneau Dunes State Park
ATTN: Interpretive Specialist
HC 83, Box 41
Mt. Home, ID 83647

(208) 334-4180 x 242
khampton@idpr.state.id.us

(208) 366-7919
BRU@idpr.state.id.us